

# **THE MASSACHUSETTS COMMISSION ON LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, & QUESTIONING YOUTH**

## **Commission Coordinator JOB DESCRIPTION**

**The Massachusetts Commission on Lesbian, Gay, Bisexual, Transgender and Questioning (LGBTQ) Youth** is seeking a Boston-based Commission Coordinator, to support its role as an independent voice in the complex arena of Massachusetts policies and resources to meet the needs of LGBTQ youth.

The Massachusetts Commission on LGBTQ Youth is established by law as an independent agency of the Commonwealth to recommend and advocate to all branches of state government effective policies, programs, and resources for LGBTQ youth to thrive. The Commission was established in January 2007, succeeding a previous 16-year old Governor's Commission. In addition to issuing annual policy recommendations, the Commission coordinates events throughout the year for community organizations and researchers working with LGBTQ youth, and receives state appropriations to work with schools on implementation of the state's anti-bullying law.

The Commission seeks a Coordinator with excellent written, verbal, organizational, and clerical skills. The Coordinator will be a high-functioning project coordinator with the ability to traffic multiple projects with varying deadlines and intersecting/overlapping teams. The ideal candidate will have experience working with LGBTQ issues and populations, as well as experience in event planning, budget monitoring, and administrative tasks.

## **NECESSARY QUALIFICATIONS:**

### **Bachelors Degree or Equivalent Experience**

- A detail-oriented professional with demonstrated initiative and follow through.
- Ability to work independently with minimal supervision in a deadline driven environment.
- Experience coordinating meetings and associated administrative tasks.
- Strong written and verbal communication skills. Previous experience and/or knowledge working with diverse constituents.
- Budget experience.
- Experience in media relations, including social media.
- Ability to work flexible hours (attendance at regular evening meetings is required).
- Demonstrated ability to manage multiple projects and coordinate the efforts of others in accomplishing assigned work objectives.
- Proficient in Microsoft Word and Excel.

## **ADDITIONAL DESIRED QUALIFICATIONS:**

- Additional language skills (e.g., Spanish, Portuguese, Cantonese, or Haitian Creole).
- Experience with the Massachusetts Open Meeting Law.
- Graphic design experience.
- Experience with Google Drive, Constant Contact, and Dropbox.
- Web design experience.

## **REPORTING:**

The Coordinator reports directly to the Commission Chair or designee.

## **ESSENTIAL FUNCTIONS:**

1. Staff the Commission in all its work, including meetings of the Commission, Executive Committee, and subcommittees. Staffing includes scheduling meetings, recording minutes, and preparing documents in advance of meetings.
2. Take a lead role in planning and organizing internal and external Commission events, including retreats, convenings, and Commission meetings across Massachusetts.
3. Attend hearings on relevant legislation and provide assessment to Commission leadership.
4. File and maintain all relevant public records, including posting of public meetings and minutes, as the Commission's designated keeper of Public Records.
5. Coordinate activities for and between Commission committees.
6. Develop Commission budget, arrange for reimbursements and payments, and monitor expenditures in coordination with the Commission's fiscal sponsor.
7. Assist the Commission with returning of telephone calls and correspondence in a timely manner to gather additional information on the caller's questions or requests, including those from state agencies, legislators, LGBTQ-youth serving organizations, and the general public.
8. Coordinate internal communications and serve as a repository of the most up-to-date information on all Commission business and projects.
9. Update and maintain internal Commission records, including Commissioner applications, contact information, and meeting attendance.
10. Planning, posting, and oversight of all Commission meetings, hearings, and training logistics.
11. Update and maintain the Commission's online communication outlets, including ConstantContact, blogs, website, online calendar, and Google site.
12. Ensure that the Commission is in compliance with Public Records and Open Meeting Laws.
13. Provide all Commissioners with information, reminders, and support

in order to ensure their continued involvement and participation in the work of the Commission.

**ANTICIPATED ADDITIONAL FUNCTIONS:**

1. Assist Commission members in special initiatives and projects.
2. Develop promotional material.
3. Assist the Commission in developing databases for media, grassroots, advocacy, and policy contacts.
4. Assist the Commission in developing organizational policies, manuals, and procedures to ensure organizational continuity.
5. Assist in research, preparation and submission of grant applications, as assigned.
6. Archiving and preservation of Commission documents.
7. Coordinate between the Commission and the Safe Schools program.

**Hours and Location:**

- Approximately 30 hours per week, including regular evening meetings and occasional weekend events.
- Office located at the Department of Public Health, 250 Washington St., Boston 02108.
- Much work is digital and email-based.

**Salary:** Hourly position. Estimated compensation: \$31,150.00/yr.

**Contact:** Applicants are encouraged to send a resume, cover letter and a list of three references familiar with the applicant's skill set to Hannah Hussey, at [Hannah.Hussey@state.ma.us](mailto:Hannah.Hussey@state.ma.us) by **May 21st, 2014**. References will be contacted only after the applicant has been notified. Prior to employment, candidates must pass a criminal background check. The Commission actively seeks candidates from diverse backgrounds including women, communities of color, the LGBTQ community and people with disabilities.